



St Nicolas and St Mary Primary School

Individual Needs Assistant



JOB DESCRIPTION

Purpose of the job

To support the classroom teacher in the teaching and learning in any Key Stage class. The main purpose and focus of an individual needs assistant who is appointed to support a named child is to support the needs of the child concerned.

Key Tasks

Under the direction of the class teacher, Higher Level Teaching Assistant (HLTA) or other senior staff:

1. To undertake activities to support children with individual needs, or groups of children, and to ensure their safety, and facilitate their spiritual, moral, social, cultural (SMSC), physical, emotional and educational development.
2. To be aware of pupil progress, achievements, and problems and report these to the class teacher or other designated member of staff as required.
3. To work to support children achieve the targets set in their individual learning plans.
4. To enable children to understand and follow instructions in support of their learning and associated activities.
5. To attend to children's personal needs of health and hygiene, and clean up "spoiled" areas as required.
6. To establish good relationships with pupils and encourage positive attitudes and social interaction amongst pupils.
7. To prepare classroom resources and displays, including the provision of clerical and admin support.
8. To contribute to whole school practice in preparing and storing all general equipment and resources.
9. To be aware of, and comply with, school policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to the appropriate person, and to promote and safeguard the welfare of children.
10. To supervise children in the classroom and in the playground, according to agreed timetables.
11. To accompany teaching staff and children on visits, and other off-site activities as required.
12. To attend relevant meetings as required, participate in training, other learning activities and performance management.
13. To undertake the duties of a first aid supervisor (if qualified).
14. To undertake Midday Meals Supervisor duties if required. (See separate Job Description).
15. To undertake commensurate duties and roles at the relevant level as outlined in the 'School Support Staff – the way forward (Teaching assistants supporting and delivering learning)' document. For staff working in the Early Years Foundation Stage; to work in accordance with good/outstanding early years practice and guidelines.
16. To liaise with parents as necessary and attend meetings alongside the SEND team / class teacher when needed.
17. To undertake any additional duties which may be allocated and agreed with the Headteacher, thus contributing to the overall aims, ethos and work of the school.
18. Support the Christian ethos of the school as outlined in the school's vision, mission statement and school aims.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> For EYFS, KS1 or KS2 role: Strong academic record including Maths and English GCSE grade C (or equivalent) or better. 	<ul style="list-style-type: none"> Qualifications relating to the role of TA (or evidence of working towards gaining such qualifications) Grade A or B in both English and Maths GCSE or equivalent Good Higher Education or Further Education qualifications. First Aid qualifications.
Knowledge and Experience	<ul style="list-style-type: none"> Experience of supporting children within the EYFS or school setting. Experience of working in a school and/or nursery context. Excellent literacy and maths knowledge and skills. 	<ul style="list-style-type: none"> Experience of supporting or teaching children with additional needs Good behaviour management skills. Knowledge of the EYFS and KS1/2 assessment, curriculum and planning. Additional training or qualification in learning support eg Social Emotional Mental Health Needs, Speech and Language support Knowledge of using Visuals. Knowledge of Makaton.
Personal	<ul style="list-style-type: none"> Enjoy working with children. Able to have a good rapport with children. Dedicated to safeguarding and promoting the welfare of children Knowledge of child safeguarding procedures Enthusiastic Hardworking, flexible and motivated. Team player and excellent interpersonal skills. Good verbal communication skills including ability to communicate effectively with carers and parents. Holds high expectations of learning and behaviour for pupils. Able to take the initiative. Confidentiality and sensitivity. Supportive of the Christian ethos of the school. 	<ul style="list-style-type: none"> Ability to work with and manage children with challenging needs – EAL, SEN and very able pupils. Ability and experience of communicating with parents within a school or nursery context. Good IT skills. Skills and interests that could help enrich children’s learning e.g. MFL, cooking, gardening, music and so on.
Other	<ul style="list-style-type: none"> Willingness and ability to undertake lunchtime duties. Available to work at the times and on the days indicated on the advert. 	<ul style="list-style-type: none"> Willingness and availability to undertake breakfast and/or after school club duties as required.